



County of Los Angeles
CHIEF ADMINISTRATIVE OFFICE

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DAVID E. JANSSEN
Chief Administrative Officer

June 23, 2004

To: Supervisor Don Knabe, Chair
Supervisor Gloria Molina
Supervisor Yvonne B. Burke
Supervisor Zev Yaroslavsky
Supervisor Michael D. Antonovich

From: David E. Janssen
Chief Administrative Officer

Board of Supervisors
GLORIA MOLINA
First District

YVONNE B. BURKE
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

SHERIFF'S LAW ENFORCEMENT SERVICES CONTRACT ANALYSIS

On June 29, 2004, your Board will be asked to: 1) approve the renewal of 36 Law Enforcement Service agreements, effective July 1, 2004 for a term of five years each, between the Sheriff's Department and incorporated cities; and 2) authorize the Sheriff to extend existing agreements with four cities for 30 days to complete negotiations and return to your Board for approval. Pursuant to Policy No. 5.045 of the Board's Policy Manual, the Sheriff shall prepare and provide to the Board of Supervisors, prior to approval of any new contract providing law enforcement services to incorporated cities or other agencies, an analysis which includes identifying the type of services requested, the resources needed, and the impact to unincorporated area services.

We completed our review of the proposed law enforcement agreements and have determined that the provision of these services will have no negative impact to existing unincorporated areas services.

Review of Proposed Contract Law Enforcement Services

Currently, the Sheriff provides law enforcement services to 40 incorporated cities. These agreements expire on June 30, 2004 and include the following services: general and directed patrol; traffic and investigative services; enforcement of federal, State and local ordinances; issuance of traffic citations, community services/crime prevention programs; and special assignment services for quality of life enforcement issues as requested by each city (i.e. vendor abatement, etc.). The performance of these and other specific services and the determination of overall staffing requirements are based

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on each city's formal request with the submission of an authorized Sheriff's Deployment of Personnel Form SH-AD 575.

At the time of filing, the Department had received only 36 of the 40 signed agreements and completed Form SH-AD 575 necessary for the continuation of contract law enforcement services from the Sheriff. A summary comparison of the cities' Form SH-AD 575 (attached) indicates a decrease of 3.5 law enforcement service units (approximately 4.5 FTE) will be purchased from the Sheriff's Department. The decrease will be implemented primarily as a reduction in reimbursed overtime worked. Based on discussions with the affected Station Captains, staffing requirements for the four remaining cities (Compton, Lawndale, Lynwood, and South El Monte) are anticipated and reflected at their current service levels.

The cities of Lawndale and South El Monte will submit the renewal agreements to their City Councils' for consideration and approval on June 21 and June 22, respectively and will be effective July 1. The City of Lynwood will submit the renewal contract to its City Council on July 6 and has requested a 30-day extension to their existing agreement. No date has been set by the City of Compton as negotiations with the Sheriff are still ongoing.

Billing for Actual Services Provided to Contract Cities

Our analysis also included a review of the contract language and monthly unincorporated patrol area reports to ensure that the County will record, bill, and collect all fees for billable services. We believe that the proposed contract language adequately requires that the Sheriff bill and each city pay for all services performed on a monthly basis in accordance with the policies and procedures established by your Board. Cities are billed based on the level of service provided within the parameters of the Form SH-AD 575, which can be modified up or down by each city throughout the year.

Additionally, in 2002, your Board instructed the Sheriff to provide monthly statistics reports for each Sheriff's Station's unincorporated area and contract cities. These monthly Unincorporated Patrol Area Statistics Reports provide your Board with information regarding service level compliance, crime statistics, arrests, calls for service and response times. This data is collected, tracked and accumulated using the Department's Regional Allocated Policing Services (RAPS) program and input directly into the mobile-digital terminal or computer-aided dispatch terminal located in each patrol vehicle. The Sheriff uses a two percent variance factor when monitoring patrol minutes provided to contract cities to ensure that cities receive the services for which they have paid. Service levels are adjusted monthly to further ensure that by year end

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the Department is in compliance with the Form SH-AD 575. In 2002-03, the Sheriff was within one percent of full service level compliance to contract cities.

As a result, we believe this methodology reasonably ensures that the Sheriff provides cities with the contracted level of non-emergency patrol and special services.

Conclusion

Based on our review of each city's Form SH-AD 575 and the calculated 3.5 net decrease in law enforcement service units being requested, no additional Sheriff's resources will be required to service the contract cities program under the proposed agreements. As a result, renewal of the law enforcement services agreements with the contract cities will have no impact to the services provided to the unincorporated areas.

Please let me know if you have any questions, or your staff may call Brian Mahan at (213) 893-2297.

DEJ:SRB:DL
RG:BAM:ljp

Attachment

c: Leroy D. Baca, Sheriff
Auditor-Controller
Executive Officer, Board of Supervisors

contract analysis.bm

LOS ANGELES COUNTY SHERIFF'S DEPARTMENT

ATTACHMENT
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CONTRACT CITY LAW ENFORCEMENT SERVICES

Service Level Authorization

CITY: **SUMMARY**

FISCAL YEAR: **2004 - 2005**

EFFECTIVE DATE: **July 1, 2004**

CODE #	SERVICES	TOTAL SERVICE UNITS PURCHASED			CONTRACT LAW USE ONLY
		NEW	PREVIOUS	CHANGE	
	DEPUTY SHERIFF SERVICE UNIT				
306	40 Hour	160.1840	160.8160	-0.6320	
307	56 Hour	308.3856	320.3880	-12.0024	
308	70 Hour	27.2000	16.0000	11.2000	
309	84 Hour	17.3000	17.3000	0.0000	
310	Non-Relief	130.3270	125.3270	5.0000	
324	Catalina Island Deputy	5.0000	5.0000	0.0000	
	DEPUTY SHERIFF SERVICE UNIT (BONUS LEVEL)				
301	40 Hour	1.0000	0.0000	1.0000	
302	56 Hour	1.0000	1.0000	0.0000	
303	70 Hour	0.0000	0.0000	0.0000	
304	84 Hour	2.0000	2.0000	0.0000	
305	Non-Relief Motor	31.9000	29.9000	2.0000	
305	Non-Relief	37.3500	36.3500	1.0000	
	GROWTH DEPUTY (Non-Relief Only)				
335	Deputy	54.0000	62.0000	-8.0000	
358	Deputy (with Dedicated Vehicle)	4.0000	4.0000	0.0000	
336	Deputy, B-1	10.0000	11.0000	-1.0000	
359	Deputy, B-1 (with dedicated vehicle)	0.0000	0.0000	0.0000	
	GRANT UNITS (Non-Relief Only)				
383	Deputy	28.8330	27.5000	1.3330	
386	Deputy No Vehicle	10.6660	10.9990	-0.3330	
384	Deputy B-1	13.0000	13.0000	0.0000	
385	Deputy B-1 No Vehicle	5.0000	6.0000	-1.0000	
387	Sergeant	0.0000	0.0000	0.0000	
	SUPPLEMENTAL POSITIONS (Non-Relief Only)				
342	Lieutenant	5.9000	5.9000	0.0000	
353	Sergeant	30.9000	29.9000	1.0000	
348	Sergeant (Motor)	2.0000	2.0000	0.0000	
354	Watch Deputy	3.0000	3.0000	0.0000	
325	CSA With Vehicle	30.5000	32.5000	-2.0000	
327	CSA No Vehicle	3.0000	3.0000	0.0000	
347	Security Officer	2.0000	2.0000	0.0000	
339	Law Enforcement Tech / No Vehicle	10.9000	11.9000	-1.0000	
340	Law Enforcement Tech with Veh use	1.0000	1.0000	0.0000	
343	Operations Asst I	0.0000	0.0000	0.0000	
344	Operations Asst II	1.0000	1.0000	0.0000	
345	Operations Asst III	0.0000	0.0000	0.0000	
351	Stn Clerk II	8.9000	8.9000	0.0000	
329	Crime Analyst	0.0000	0.0000	0.0000	
331	Custody Assistant	1.0000	1.0000	0.0000	
346	Secretary V	1.0000	1.0000	0.0000	
352	Supervising Station Clerk	1.0000	1.0000	0.0000	
356	Forensic ID Specialist	2.0000	2.0000	0.0000	
321	Captain	1.0000	1.0000	0.0000	
	Shy Knight	1.0000	1.0000	0.0000	
		0.0000	0.0000	0.0000	
	Other (Need to insert cost on Pg 2)	0.0000	0.0000	0.0000	
ATTN:	Routine City Helicopter Billing Agreement (Indicate)	YES	NO		
	Totals	953.2456	956.6800	-3.4344	-3.4344

Assumes outstanding 4 Cities do not increase or decrease services
SH-AD 575 (REV. 4/04)

PLEASE COMPLETE PAGE 2.

HOURS OF SERVICE & ESTIMATED CHARGES

ATTACHMENT

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SERVICE UNITS	UNIT COST	TOTAL UNITS PURCHASED		LIABILITY @ 6%	TOTAL COST WITH LIABILITY	YEARLY HOURS PER SERVICE UNIT	DEPUTY PER HOUR	ANNUAL GOAL (MINUTES)	PERSONNEL REQUIRED
DEPUTY SHERIFF SERVICE UNIT									
40 Hour	\$177,117	160.1840	28,371,308.53	1,702,278.57	29,073,587.10	2088	334,464	20,067,852	186,9347
56 Hour	\$247,964	308.3856	76,468,528.92	4,588,111.82	81,056,640.74	2920	900,486	54,029,157	503,2853
70 Hour	\$309,955	27.2000	8,430,776.00	505,846.56	8,936,622.56	3650	99,280	5,956,800	55,4880
84 Hour	\$371,946	17.3000	6,434,865.80	386,079.95	6,820,945.75	4380	75,774	4,546,440	42,3504
Non-Relief	\$161,016	130.3270	20,984,732.23	1,259,083.93	22,243,816.16	1778	231,721	13,903,284	130,3270
Catalina Island Deputy	\$171,840	5.0000	859,200.00	51,552.00	910,752.00	1778	8,890	533,400	5.0000
DEPUTY SHERIFF SERVICE UNIT (BONUS LEVEL)									
40 Hour	\$187,286	1.0000	187,286.00	11,237.16	198,523.16	2088	2,088	125,280	1.1670
56 Hour	\$262,200	1.0000	262,200.00	15,732.00	277,932.00	2920	2,920	175,200	1.6320
70 Hour	\$327,750	0.0000	0.00	0.00	0.00	3650	0	0	0.0000
84 Hour	\$393,300	2.0000	786,600.00	47,196.00	833,796.00	4380	8,760	525,600	4.8960
Non-Relief Motor	\$170,260	31.9000	5,431,294.00	325,877.64	5,757,171.64	1778	56,718	3,403,092	31.9000
Non-Relief	\$170,260	37.3500	6,359,211.00	381,552.66	6,740,763.66	1778	66,408	3,984,498	37.3500
GROWTH DEPUTY Non-Relief									
Deputy	\$108,928	54.0000	5,882,112.00	352,926.72	6,235,038.72	1778	96,012	5,760,720	54.0000
Deputy (with dedicated vehicle)	\$125,445	4.0000	501,780.00	30,106.80	531,886.80	1778	7,112	426,720	4.0000
Deputy, B-1	\$117,423	10.0000	1,174,230.00	70,453.80	1,244,683.80	1778	17,780	1,066,800	10.0000
Deputy, B-1 (with dedicated vehicle)	\$133,251	0.0000	0.00	0.00	0.00	1778	0	0	0.0000
GRANT UNITS (Non-Relief Only)									
Deputy	\$108,928	28.8330	3,140,721.02	188,443.26	3,329,164.28	1778	51,265	3,075,904	28.8330
Deputy No Vehicle	\$106,390	10.6660	1,134,755.74	68,085.34	1,202,841.08	1778	18,964	1,137,849	10.6660
Deputy B-1	\$117,423	13.0000	1,526,499.00	91,589.94	1,618,088.94	1778	23,114	1,386,840	13.0000
Deputy B-1 No Vehicle	\$114,885	5.0000	574,425.00	34,465.50	608,890.50	1778	8,890	533,400	5.0000
Sergeant	\$140,812	0.0000	0.00	N/A	0.00	1778	0	0	0.0000
SUPPLEMENTAL POSITIONS									
Lieutenant	\$153,516	5.9000	905,744.40	N/A	905,744.40	1778	10,490	629,412	5.9000
Sergeant	\$140,812	30.9000	4,351,090.80	N/A	4,351,090.80	1778	54,940	3,296,412	30.9000
Sergeant (Motor)	\$148,415	2.0000	296,830.00	17,809.80	314,639.80	1778	3,556	213,360	2.0000
Watch Deputy	\$114,834	3.0000	344,502.00	20,670.12	365,172.12	1778	5,334	320,040	3.0000
CSA With Vehicle	\$46,482	30.5001	1,417,705.85	85,062.34	1,502,768.19	1778	54,229	3,253,751	30.5001
No Vehicle	\$36,680	3.0000	116,040.00	6,962.40	123,002.40	1778	5,334	320,040	3.0000
Security Officer	\$69,445	2.0000	138,890.00	8,333.40	147,223.40	1778	3,556	213,360	2.0000
Law Enforcement Tech / No Vehicle	\$59,454	10.9000	648,048.60	38,882.92	686,931.52	1778	19,380	1,162,812	10.9000
Law Enforcement Tech with Veh use	\$62,042	1.0000	62,042.00	3,722.52	65,764.52	1778	1,778	106,680	1.0000
Operations Asst I	\$56,626	0.0000	0.00	N/A	0.00	1778	0	0	0.0000
Operations Asst II	\$70,474	1.0000	70,174.00	N/A	70,174.00	1778	1,778	106,680	1.0000
Operations Asst III	\$80,357	0.0000	0.00	N/A	0.00	1778	0	0	0.0000
Stn Clerk II	\$52,369	8.9000	466,282.10	N/A	466,282.10	1778	15,824	949,452	8.9000
Crime Analyst	\$81,555	0.0000	0.00	N/A	0.00	1778	0	0	0.0000
Custody Assistant	\$66,184	1.0000	66,184.00	3,971.04	70,155.04	1778	1,778	106,680	1.0000
Secretary V	\$62,115	1.0000	62,115.00	3,726.90	65,841.90	1778	1,778	106,680	1.0000
Supervising Station Clerk	\$63,172	1.0000	63,172.00	3,790.32	66,962.32	1778	1,778	106,680	1.0000
Forensic ID Specialist	\$97,866	2.0000	195,732.00	11,743.92	207,475.92	1778	3,556	213,360	2.0000
Captain	\$209,734	1.0000	209,734.00	12,584.04	222,318.04	1778	1,778	106,680	1.0000
Sky Knight	\$161,016	1.0000	161,016.00	9,660.96	170,676.96	1778	1,778	106,680	1.0000
Other (Need to insert cost on Pg 2)	\$0	0.0000	0.00	0.00	0.00	1778	0	0	0.0000
Totals		953.2457							
ESTIMATED COST FOR SERVICE UNITS **			\$178,065,806.79	\$10,397,540.13	\$188,463,346.92				
			LIABILITY @ 6% =						
				\$10,397,540.13	\$188,463,346.92				
				TOTAL ESTIMATED COST					
						HOURS		MINUTES	PERSONNEL
						DEPUTY	1,813,301	108,798,046	1,014,8844
						DEPUTY, B-1	168,899	10,133,910	94,9450
						LT/SERGEANT	68,986	4,139,184	38,8000
						CSO	59,563	3,573,791	33,5001
						CIVILIAN	44,094	2,645,664	24,8000